

DISTRICT ATTORNEY LEGAL SPECIALIST

DEFINITION:

Under general direction, conducts analysis and provides consultation to attorneys related to the investigation and prosecution of workers' compensation fraud cases, and to perform related work.

DISTINGUISHING CHARACTERISTICS:

The District Attorney Legal Specialist serves as a professional staff class in the Office of the District Attorney, and assists in the development, evaluation, and presentation of factual information in workers' compensation fraud cases from the investigation phase through trial proceedings.

EXAMPLES OF DUTIES:

Conducts investigations relative to the preparation of evidence for litigation in workers' compensation fraud proceedings; makes recommendations for case closures based on the evaluation of the medical records; analyzes and interprets medical documentation; assists with analysis of subrosa videos and identification of mechanisms of injury; assists with the interview process of physicians and other medical providers; creates and organizes interagency collaborations for prosecution; identifies collateral subjects for investigation; identifies and assists with the investigation of capped cases; collaborates with program statistician on data entry in selected computer databases; make presentations to interested groups; acts as a resource for attorneys and investigators; conducts follow up on case referrals from insurance companies; analyzes medical reports to determine merit; acts as liaison with the Medical Board of California, other Healing Arts Boards, Department of Consumer Affairs and related agencies; reconstructs and summarizes timelines of medical events; researches medical literature for up to date information pertaining to the cases; assists with the identification and location of expert witnesses; coordinates and conducts outreach programs to the healthcare community and insurance industry on workers' compensation fraud; testifies in court as an expert witness; coordinates and conducts division training on pertinent medical topics; participates in interagency meetings concerning joint investigations; provides trial support and assists with demonstrative evidence for court; assists with pre-trial investigations, locating and identifying principals and witnesses; prepares reports, documents, charts, and graphs as needed, and assists with special investigations as assigned.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Medical terminology.
- Current Workers' Compensation Insurance Fraud law and proposed changes.
- Fundamentals of general basic rules of evidence and procedures applicable to criminal prosecution.
- Insurance industry practices and procedures.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Gather, assemble, analyze, and evaluate medical facts and evidence to draw logical conclusions, and to make sound recommendations.

- Identify, contact and coordinate presentations to target organizations in the healthcare community and insurance industry, and to county staff.
- Participate with Deputy District Attorney in oral presentation to above groups.
- Utilize Power Point computer applications.
- Prepare clear, comprehensive, detailed, and concise reports as needed.
- Establish and maintain cooperative working relations with those contacted during the course of work.
- Conduct research on pertinent medical issues.
- Testify in court.
- Maintain high ethical principals and standards of practice of the nursing profession.

EDUCATION/EXPERIENCE:

Education, training, and experience, which demonstrate the possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are: Bachelor of Arts degree, five (5) years of full-time paid experience as a registered nurse in a hospital or medical setting, of which two (2) years experience must be investigating or processing insurance fraud cases.

SPECIAL NOTES, LICENSES OR REQUIREMENTS:

License:

A valid unrestricted Registered Nurse license issued by the State of California must be maintained throughout.

Maintain a valid California Class C driver's license, or the ability to arrange necessary transportation for field travel, must be maintained throughout employment. Employees may be required to use their personal vehicles to perform fieldwork and on-site inspections.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months. (Civil Service Rule 4.2.5).